## EXHIBIT 5-4 REQUIRED STAFF TRAINING

		Freq	quency									Sta	ıff						
Training Requirement	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists
New Staff Orientation																			
<ul> <li>JC organization, purpose, policies, and outcomes</li> </ul>	X				X													X	X
Student characteristics and profile	X				X													X	X
Student Conduct System and Zero Tolerance Policy	X				X													X	X
Diversity Training	X				X													X	X
EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti- Bullying Policies, Code of Conduct and Ethics	X			X	X													X	X
Performance expectations	X				X													X	X
Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior	X				X														
CPR/First Aid	X				X														
• HIV/AIDS	X				X														
Alcohol and Other Drugs of Abuse	X				X													X	X
<ul> <li>Department-Specific Orientation, including:</li> <li>Duties and responsibilities</li> <li>Safety/emergency procedures</li> </ul>	X				X														
Relationships with other departments	X				X														
Hazardous materials recognition	X				X														
• CDSS	X				X														
• HIPAA	X			X	X													X	X
Crisis Intervention	X			X	X														
Reasonable Accommodation (must be completed via Job Corps Learning Management System)	X			X	X														
Adolescent Growth and Development (5 hours)				X	X														

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Modeling, Mentoring, and Monitoring				X	X														
Appropriate Workplace Behaviors				7.7	77														
Safety Awareness Training (2 hours)				X	X														
CPR/First Aid (as needed for recertification)				X	X														
Disability Program or Disability-related topic				X	X														
SafetyNet Toolkit				X	X														
Nutrition, Exercise, and Weight Management				X	X														
Professional Development (5 hours)				X	X													X	X
Bloodborne Pathogens		X		X	X														
Incident Report Writing		X			X														
<ul> <li>Environmental Health</li> <li>Air quality and environmental noise</li> <li>Housing sanitation and safety</li> <li>Swimming pools and recreational facilities</li> <li>Disaster sanitation</li> <li>Zoonosis, vectors, pests, and weeds</li> <li>Wastewater</li> <li>Solid and hazardous waste</li> </ul>		X			X														
Small Group Facilitation Skills						X			X			X							
Water Safety/Recreation Safety					X														
Proper Restraint Procedures	X							X											
Treatment Guidelines for Health Staff	X												X						
Asbestos Identification and Handling (competent person) (if applicable)	X			X					X		X						X		
Asbestos Awareness (if applicable)		X		X	X														
Lead Based Paint Identification and Handling (competent person) (if applicable)	X			X					X		X						X		
Lead Based Paint Awareness (if applicable)		X			X														
Symptomatic Management Guidelines for Non- health Staff	X			X	X														
Interview Techniques				X														X	X
Eligibility Criteria				X														X	
Job Development				X															X

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Technology Training				X		X	X					X							
Occupational Safety and Health for Other																			
Federal Agencies with expanded segment on		X							X										
accident/incident investigation (OSHA 600) *																			
Fire Protection and Life Safety Course *1			X						X										
Machine Guarding Course *1			X						X										
Basic Electrical Course *1			X						X										
Construction Standards Course *1			X						X										
General Industry Standards Course *1			X						X										
Introduction to Industrial Hygiene*1			X						X										
Principles of Scaffolding *1																			
<ul> <li>20 hours for safety officers</li> </ul>			X						X								X		
<ul> <li>32 hours for instructors using scaffolding</li> </ul>																			
Hazard Communication*1			X						X										
Welding*1 (if applicable)			X						X										
Lockout/Tagout *1			X						X										
Occupational Noise/Hearing Conservation *1			X						X										
Confined Space Entry *1 (if applicable)			X						X										
Instructor Professional Development																			
<ul> <li>Knowledge of academic, career technical, and social concepts and subject matter</li> <li>Meeting challenging learning standards</li> <li>Classroom management</li> <li>Using educational research to improve skills of teachers</li> <li>Using eLearning</li> <li>Methods of teaching students with special needs</li> <li>Using data and assessments to better address student needs</li> </ul>				X											X		Х		
Tests of Adult Basic Education (TABE) Certification, Administration and Use of Student Testing System (STS)	X			X												X			

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My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements	X			X	X														
MyPACE career planning system Level II competency requirements:  • Designated staff members who assist and support students requiring additional time in completing Career Preparation Period lesson plans/activities, (i.e., evening studies support staff) or designated staff members who assist in Pathway Achievement Record (PAR) completion	X			X		Х						X			Х		Х		Х
MyPACE career planning system Level III competency requirements	X			X				·		·				X	·				
MyPACE curriculum certifications	X			X										X					

<sup>\*</sup> Course requirement established by OSHA.

Courses that are included in safety officer's professional development plan must be completed within the first 18-24 months of initial assignment.